

SOLID WASTE SERVICE COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Solid Waste Service Coordinator position exists is to manage professional services provided to the citizens of Scottsdale in the collection of refuse, brush, recycling material and household hazardous waste. A Solid Waste Service Coordinator is responsible for a service area supervising Equipment Operators in the areas of residential, commercial, brush, and container repair; and performs a variety of tasks relating to services in the Solid Waste Management Division of the Municipal Services Department. This classification does supervise. This position reports directly to the Solid Waste Management Director.

ESSENTIAL FUNCTIONS

Plan, prioritize, assign, supervise and review duties of staff responsible for collection and/or repair. Evaluate, monitor and review employee performance; provide counseling and execute disciplinary action. Interview and select candidates for entry level Equipment Operator positions which includes applicant screening, interviewing and field testing; conduct recruitment and testing for promotional EOII and EOIII positions.

Evaluate, maintain, and assign collection routes; monitor and make schedule changes to accommodate growth; reroute collection for most effective use of services. Conduct site inspections to respond to citizen and driver concerns.

Communicate orally and in writing with customers regarding collection concerns, general information, or problems relating to solid waste and recycling services; observes or monitors equipment and employees to ensure compliance with operating standards and/or safety standards.

Participate in budget preparation and administration; review expenditures and income; submit budget requests for uniforms, containers, clothing, equipment, and write bid specifications for the purchase of items.

Communicate verbally and in writing commercial roll-off services for refuse and recycling collection to businesses; monitor inventory and distribution of roll-off containers; review bid specifications for the purchase of containers; recover revenue from non-paying businesses and residents.

Communicate with developers and architects to ensure Solid Waste concerns are addressed in developments within the City; investigates accident claims involving refuse operators and makes recommendations to Risk Management on settlements.

Prepare statistical reports on collection of refuse and recycling material; revise brochures and booklets regarding services provided; conduct oral presentations in relation to solid waste and environmental awareness to businesses, schools and associations.

Create graphs and forms; check solid waste account information; and maintain accurate records of work performed, materials used, time, and equipment use.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

All routes, procedures, policies and federal, state and county regulations.

Ability to:

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Operate a variety of related heavy equipment including dump trucks, backhoes and loaders.

Operate a personal computer to check e-mail, enter productivity information, and complete timesheets.

Operate telephone and radio communications equipment properly.

Use visual and manual dexterity skills.

Work in extreme weather conditions; lift up to 75 pounds or more on an occasional basis; traverse over rough, uneven or rock surfaces and have the ability to climb up and down ladders; and bend and stoop repeatedly.

Develop innovative solutions to problems and resolve those problems tactfully.

Comprehend and make inferences from written material and/or verbal and written instructions.

Establish and maintain effective working relationships with co-workers, supervisors, other departments and the general public.

Communicate effectively, both orally and in writing, with co-workers, supervisors and the general public.

Complete work orders, routes, time sheets and safety checklists in a complete and readable manner.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education and experience equivalent to three years of increasingly responsible experience performing refuse and recycling collection or container repair duties including lead or supervisory responsibility.

Requires possession of a valid Arizona Driver's License with no major driving citations in the last 39 months.

Special Requirements:

Must possess a Class "B" Commercial Driver's License with air brake endorsement.

Special Requirement

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements. Individuals in this classification are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382. They must have a good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

FLSA Status: Exempt

HR Ordinance Status: Unclassified